

VIRGINIA DEPARTMENT OF HEALTH

DIVISION OF VITAL RECORDS

**SETTING UP YOUR USER PROFILE IN THE
VIRGINIA VITAL EVENTS AND SCREENING TRACKING SYSTEM
(VVESTS)**

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1. Introduction –

The VVESTS is a suite of applications which currently houses modules for birth registration, infant hearing screening registration and death registration. The VVESTS is the electronic vital records system. You are a VVESTS user if you are involved in any of the above mentioned registrations.

As a user of the Virginia Vital Events and Screenings Tracking System (VVESTS), you will have the ability to maintain your own user profiles by performing the following -

- Update your e-mail address on file.
- Update your password recovery questions.
- Change your own password
- Change your Personal Identification Numbers (PINs). A user shall only have a PIN associated with them if they have a role to perform digital signatures in the system.

2. First time logging in –

a. Change Password –

When you enroll for the VVESTS, you will be provided a temporary password. When you log into the VVESTS application for the first time with your temporary password, the system will require you to change your password to one that is known only to you.

b. Setup user profile –

- Once you have changed your password, upon logging in for the first time, the system will navigate you to a user profile page where you must enter and confirm your email address.



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USER PROFILE

Welcome SAMEER GUPTA

Please complete the Email, Pin, Password Recovery Questions section(s)

Email

Pin

Password Recovery Questions

Email:

test@vdhmail.com

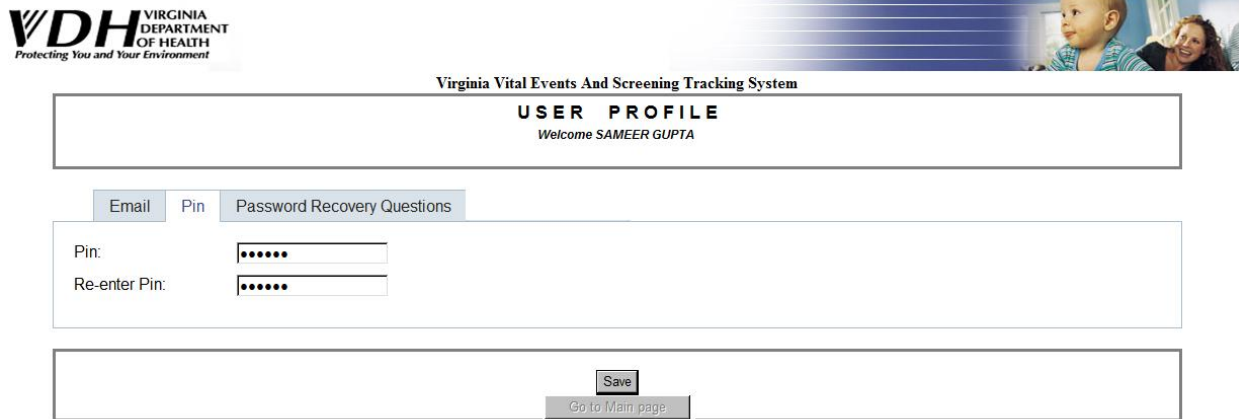
Confirm Email:

test@vdhmail.com

Save

Go to Main page

- Secondly, you must setup your user PIN. The PIN must be
 - Alphanumeric – can take alphabets and numbers
 - 6 characters in length, and
 - Shall not allow for any special characters



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USER PROFILE
Welcome SAMEER GUPTA

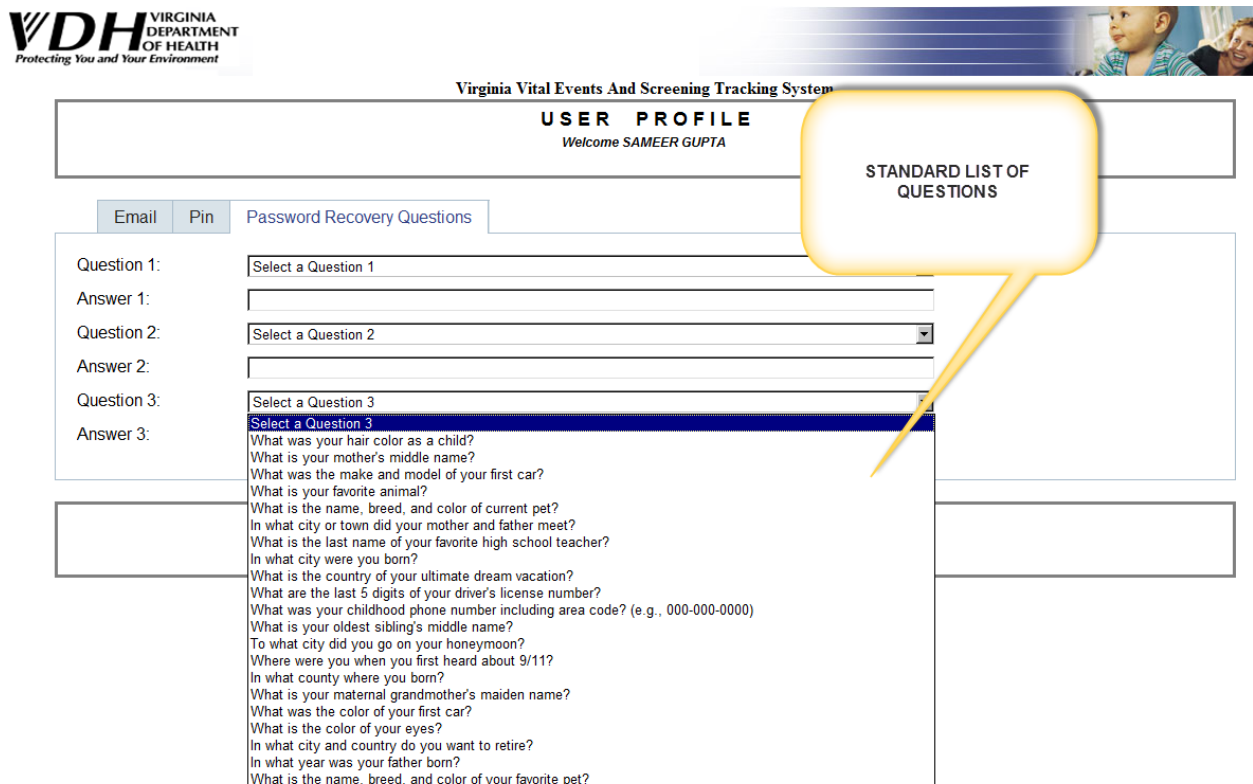
Email Pin Password Recovery Questions

Pin: [Masked]

Re-enter Pin: [Masked]

Save
Go to Main page

- Lastly, you must setup 3 password recovery security questions from a standard list of questions provided.



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USER PROFILE
Welcome SAMEER GUPTA

Email Pin Password Recovery Questions

Question 1: Select a Question 1
Answer 1: [Text Field]

Question 2: Select a Question 2
Answer 2: [Text Field]

Question 3: Select a Question 3
Answer 3: [Text Field]

STANDARD LIST OF QUESTIONS

- Select a Question 3
- What was your hair color as a child?
- What is your mother's middle name?
- What was the make and model of your first car?
- What is your favorite animal?
- What is the name, breed, and color of current pet?
- In what city or town did your mother and father meet?
- What is the last name of your favorite high school teacher?
- In what city were you born?
- What is the country of your ultimate dream vacation?
- What are the last 5 digits of your driver's license number?
- What was your childhood phone number including area code? (e.g., 000-000-0000)
- What is your oldest sibling's middle name?
- To what city did you go on your honeymoon?
- Where were you when you first heard about 9/11?
- In what county where you born?
- What is your maternal grandmother's maiden name?
- What was the color of your first car?
- What is the color of your eyes?
- In what city and country do you want to retire?
- In what year was your father born?
- What is the name, breed, and color of your favorite pet?

- Upon saving all information, the GO TO MAIN PAGE button at the bottom of the screen gets enabled.



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USER PROFILE
 Welcome SAMEER GUPTA

Email
Pin
Password Recovery Questions

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

SUCCESS: Your changes has been saved

- Clicking on the GO TO MAIN PAGE button will require you to log in with the new password and shall navigate the users to the VVESTS home page.



Virginia Vital Events And Screening Tracking System

Logged in as SAGUPTA - BON SECOURS ST. FRANCIS MEDICAL CENTER


[Birth Certificate Reporting](#)


[Certifiable](#)


[Correspondence Tracking System](#)


[Virginia Infant Screening and Infant Tracking System](#)


[Electronic Death Registration System](#)


[Maintenance](#)

[Change Facility](#)
[Messages](#)
[Edit Profile](#)
[Application Assistant](#)
[Logout](#)

If you need VDH application support, please send your request via email to pim_webapps@vdh.virginia.gov or call us at 804-864-7200 and select option 2, FAX - 804-864-7155.

Warning: This system is for official Virginia Department of Health use and may only be accessed by users that are currently authorized by the Division of Vital Records and Division of Child and Adolescent Health. Unauthorized use, access or modification of this system or any data stored within is a criminally prosecutable offense. Any attempts at unauthorized access or data editing are logged and strictly prohibited. All usage of this system is monitored and audited, and, by accessing this system, all users consent to these activities.

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3. Edit Profile –

a. Navigation –

In any future sessions, you may edit the profile that you had setup in the previous session. To do this you must navigate to the user profile screen by clicking on the Edit Profile link on the VVESTS home page.

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Virginia Vital Events And Screening Tracking System

Logged in as SAGUPTA - BON SECOURS ST. MARY'S HOSPITAL

Birth Certificate Reporting

Certifiable

Electronic Death Registration System

Application Assistant

Virginia Infant Screening and Infant Tracking System

CLICK HERE

Messages Edit Profile Application Assistant Logout

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b. Update profile –

On the user profile screen, now, you may update any of the information; namely – email address, PIN, password recovery questions. In this session you may also change your password to a new one. When changing your password, you must enter the desired new password and also confirm the new password on the same screen.

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Virginia Vital Events And Screening Tracking System

USER PROFILE
Welcome SAMEER GUPTA

Email Pin Password Recovery Questions Change Password

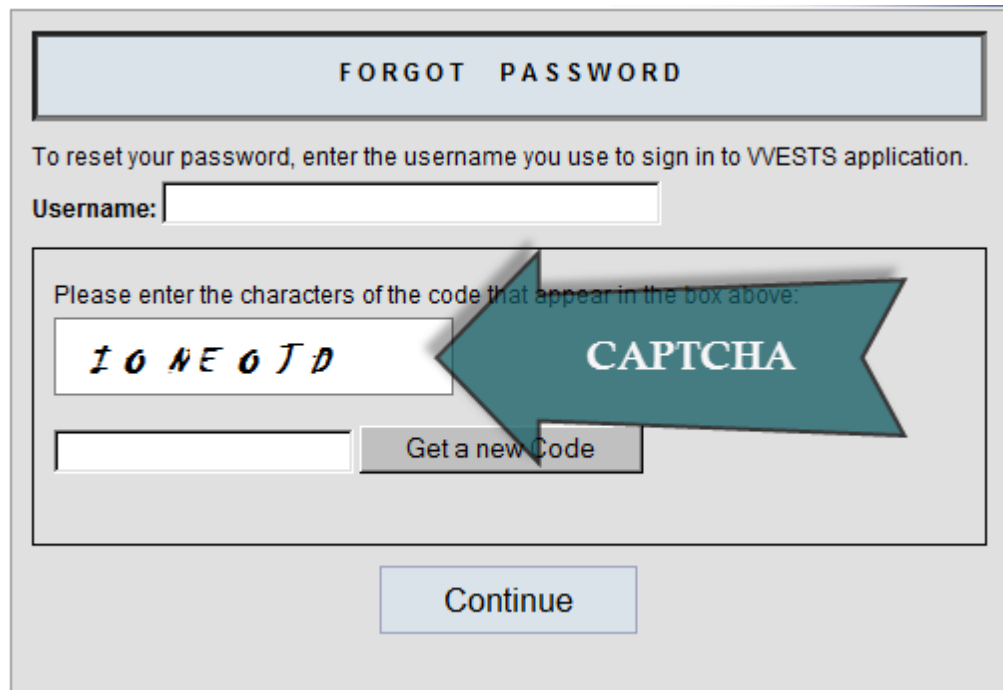
New Password:

New Password - Confirm:

Save
Go to Main page

4. Forgot Password

- a. In an event you have forgotten your password, the system shall enable you to recover your password by using the forgot password link which is housed on the VVESTS login page. Upon selecting to recover your password, the system shall display a password recovery page where you will need to enter
- Your user ID, and
 - A 'CAPTCHA'.
 - CAPTCHA stands for “Completely Automated Public Turing Test to Tell Computers and Humans Apart”. - <http://www.captcha.net/>
 - A CAPTCHA is a program that protects websites against bots by generating and grading tests that humans can pass but current computer programs cannot. - <http://www.captcha.net/>
 - For the purposes of VVESTS, the CAPTCHA shall be a
 - Randomly generated 7 character code
 - Combination of numbers 0-9 & Alphabets A- Z.
 - If the randomly generated code is illegible, you may opt to receive a new code as many times as you wish by clicking on the GET A NEW CODE BUTTON on the page.



FORGOT PASSWORD

To reset your password, enter the username you use to sign in to VVESTS application.

Username:

Please enter the characters of the code that appear in the box above:

CAPTCHA

Once the username and correct CAPTCHA has been entered, click on the continue button at the bottom of the page.

b. On the next page-

- i. Answer one of the randomly provided password recovery questions which are a part of their user profile.
- ii. Enter another CAPTCHA
- iii. Click on the CONTINUE button.

FORGOT PASSWORD

Please provide the answer to your security question (case matters):

What was your hair color as a child?

Please enter the characters of the code that appear in the box below:

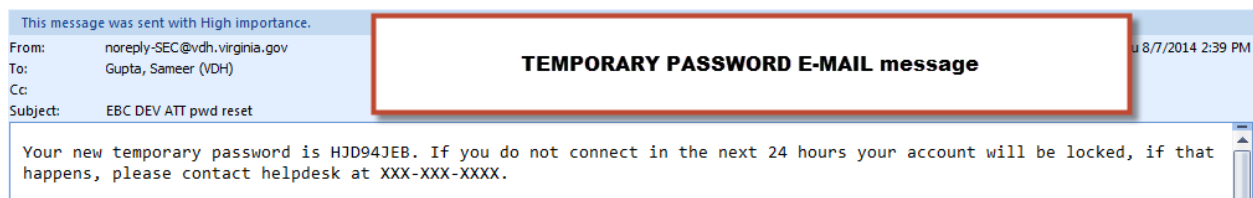
A N F Y N 7 7

This code is not case sensitive.

SUCCESS: A new temporary password has been emailed to your registered address. This password will expire in 60 minutes. If this password is not used within the next 60 minutes, you would need to request a new temporary password again.

✓ We have notified your facility's user administrators about your recent password reset request.

c. Upon completing the above actions the system will send to you, via email a temporary password which you may use to login. Upon logging in with this temporary password, the system shall force you to change the password to one that is known only to you.



NOTE – This temporary password shall be valid only for a period of 60 minutes (1 hour) and if not used within that time, the user would have to again obtain a new temporary password using the steps above.